



Energy and Mineral Resources Division
Bangladesh Petroleum Institute (BPI)

Plot - 5A, Sector - 8, Uttara Model Town, Dhaka-1230

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Course Calendar 2019-20

List of the Training Courses

Sl. No.	Name of the Training	Tentative Date and Duration
1	APA Performance, Monitoring, Evaluation & Related Topics	21-25 July, 2019 05 Days
2	Material Engineering Codes & Standards	28 July - 01 August, 2019 05 Days
3	Fire Fighting, First Aid and Rescue Operation	30 July - 01 August, 2019 03 Days
4	Public Procurement Act, 2006 & PPR- 2008	25-29 August, 2019 05 Days
5	Audit Management : Objections and Disposals	01-05 September, 2019 05 Days
6	Project Management	15-26 September, 2019 10 Days
7	Taxation and VAT Management	13-17 October, 2019 05 Days
8	Gas Metering and Pipeline Control System	20-24 October, 2019 05 Days
9	Handling of Disciplinary Cases and Conducting Departmental Inquiry	27-31 October, 2019 05 Days
10	Plant Operation and Maintenance (with TIC1)	11-21 November, 2019 10 Days
11	Human Resources Management (HRM) and Good Governance	17-21 November, 2019 05 Days
12	Occupational Safety, Health & Environmental Management	24-28 November, 2019 05 Days
13	Techniques of Presentation Skill and Report Writing	01-05 December, 2019 05 Days
14	Corrosion Control and Cathodic Protection	08-12 December, 2019 05 Days
15	Sustainable Development Goal (SDG)	10-12 December, 2019 03 Days
16	Innovative Ideas & Skills	22-23 December, 2019 02 Days
17	Design, Construction, Operation & Maintenance of Gas Pipeline	29 Dec, 2019 - 09 Jan, 2020 10 Days
18	Labor Act, Rules, Policies & Human Rights	12-16 January, 2020 05 Days

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Sl. No.	Name of the Training	Tentative Date and Duration
19	Welding and Non Destructive Testing (NDT)	19-23 January, 2020 05 Days
20	Conflict and Stress Management	19-23 January, 2020 05 Days
21	Gas Network Analysis	02-06 February, 2020 05 Days
22	Capacity Enhancement to Facilitate Services (সেবা সহজীকরণে সক্ষমতা বৃদ্ধি)	16-17 February, 2020 02 Days
23	Office Management	01-05 March, 2020 05 Days
24	Fire Fighting, First Aid and Rescue Operation	22-24 March, 2020 03 Days
25	Motivation, Office Behavior and Business Etiquette	29 March-02 April, 2020 05 Days
26	Essential Managerial Skills & Techniques	19-23 April, 2020 05 Days

List of the Workshops

Sl. No.	Name of the Workshop	Tentative Date and Duration
1	Annual Confidential Report (ACR) Writing	05 August, 2019 (01 Day)
2	The Right to Information Act 2009	01 October, 2019 (01 Day)
3	National Integrity Strategy [NIS]	07 October, 2019 (01 Day)
4	Geology for Non-Geologists	04-05 November, 2019 (02 Days)
5	Orientation on Innovation	12 November, 2019 (01 Day)
6	Annual Performance Agreement (APA)	18-19 December, 2019 (02 Days)
7	Annual Confidential Report (ACR) Writing	7 January, 2020 (01 Day)

*** Notes**

- BPI holds the right to make any changes in course/workshop schedule/date.
- BPI will try to conduct additional request courses/workshops from beneficiaries of Energy and Mineral Resources Sector, Bangladesh Army, Bangladesh Air Force and other.
- Field Visit(s) will be arranged for relevant program(s).

